CHECKLIST: APPLYING FOR AN INITIAL VIRGINIA LICENSE

Below is a list of all documents that must be submitted to the VDOE when applying for licensure. This checklist applies to the following initial licensure programs: Elementary PK-6, Secondary 6-12, Special Education K-12, ESL/Bilingual PK-12, School Counseling, and School Psychology. All candidates will apply for their initial license through the VDOE's online license portal Virginia Licensure Online https://vdoe.mylicenseone.com/

Create an account at VALO, the VDOE Licensing Portal	Your online application is managed by the VDOE. Be sure to keep your login credentials in a safe place. Creating multiple accounts can complicate the license application process. Be sure to create just one account.		
William & Mary Official Transcript	Order your official W&M **electronic** transcript to be sent directly to the **Virginia Department of Education**. The transcript must show that your **degree has conferred**, or it will not be accepted for licensure.		
Other Official Transcripts	You must order electronic transcripts from **each college or university** where you have earned a degree. Transcripts for additional coursework that fulfill endorsement requirements, but that do not appear on your W&M transcript, must also be ordered electronically and sent to the **VDOE**.		
College Verification Form	Complete Part I only. Share your partially completed CVF form, and all documents verifying completion of the statutory requirements below with a W&M licensing officer (Dr. Lawrence or Dr. Joseph). We will complete the form and verify your program completion.		
Add-on Endorsements	If you intend to add an additional endorsement at the time of initial licensure, you must share your assessment scores with William & Mary prior to your graduation, and notify the person completing your College Verification Form that you have completed the requirements for an add-on endorsement		
Verify Completion of Statutory Requirements through Documentation (Digital or Printed)	1. First Aid, CPR, AED Certificate (must include hands on practice) 2. Child Abuse and Intervention Training 3. Dyslexia Awareness Training 4. Behavior Intervention and Support Training. 5. Cultural Competency Training		
Application for an Initial License	Complete the online application. Include the PDF score reports for required teacher assessments in your program.		
Pay the Application Fee	The fee is $100 for in-state addresses, $150 for out-of-state addresses.		
Score Reports for Required Teacher Assessments	Praxis Subject Assessments	Elementary, Secondary, ESL	
	Virginia Communication and Literacy Assessment (VCLA)	All teacher education programs	
	Teaching Reading: Elementary	Elementary, Special Education	

NOTE: Once your application has been submitted to the Virginia Department of Education (VDOE) *all questions or concerns about the license should be directed to the VDOE.*